



JUVENILE JUSTICE DIVISION

Title V Community Prevention Grants Program

Application for Federal Funds

Submit Original no later than 4:30 p.m. on May 1st to:

**Indiana Criminal Justice Institute
ATTN.: Juvenile Division Director
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204
(317) 233-3340**

***No faxed copies will be accepted**

Indiana Criminal Justice Institute
TITLE V COMMUNITY PREVENTION GRANTS PROGRAM APPLICATION
(See instructions on the next page and Appendix A for program description and guidelines.)

For ICJI Use Only

Date Received: ____/____/____ Federal Award: \$ _____ Grant Number: _____

A Type of Project: ☐ Continuation Project ➔ Previous Grant Numbers for this Project: _____
☐ New Project _____

B Project Title: _____

C Beginning Date of Project: ____/____/____ Ending Date of Project: ____/____/____

LEGAL APPLICANT

D Name of Agency/Organization: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

E Financial Officer: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

F Federal Employer ID Number: 035- _____

G Type of Agency/Organization: ☐ State ☐ County ☐ City ☐ Town ☐ Other

H Location of Agency/Organization: U.S. Congressional District: _____ State Judicial District: _____

IMPLEMENTING AGENCY

I Name of Agency/Organization: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

J Project Director: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

K Other Contact: _____ Tel: ____/____/____ Email: _____

FUNDING REQUEST

L Amount of Funding Requested	\$ _____	➔ Source: _____ ➔ Source: _____
L Cash Match	\$ _____	
L In-Kind Match	\$ _____	
L Total Project Cost	\$ _____	

PROJECT INFORMATION

M Population Size (census) of service area: _____
M Approximately how many volunteers will be used for this program? _____
M How many youth will **directly** benefit from this program using the federal funds requested (estimated)? _____

Instructions for A–M

Please read all instructions before completing the application and contact the Institute if you have questions. Failing to follow instructions or submitting an incomplete application will delay the processing of your grant application.

You do not have to complete an application item if it is blocked out by black shading.

Please do not use forms or verbatim material from a previous year's grant application for your new application, and do not include copies of the instructions or Program Guidance pages with your completed application.

- A** Check “Continuation Project” if the proposed project is currently being funded by the Institute under the grant program to which you are now applying. Applicants applying for a continuation should list all previous grant numbers for the project. “Check “New Project” if the proposed project is currently not being funded by the Institute under the grant program to which you are applying.
- B** Enter the title of the project for which funds are being requested.
- C** Enter the beginning and ending dates for the proposed project.
- D** The Legal Applicant must be a public entity (village, town, city, township, county, other general purpose political subdivision of the state, state agency, public university, etc.). For example, a county prosecutor’s office could be the legal applicant on behalf of a private, not-for-profit agency.
- E** Enter the name and contact information for the Financial Officer of the office that is legally responsible for the Legal Applicant’s financial records (e.g., the County Auditor, City Controller, City Clerk-Treasurer, Town Treasurer).
- F** Enter the Legal Applicant’s Federal Employer Identification Number.
- G** Indicate whether the Legal Applicant is a state, county, city, or town agency/organization.
- H** Enter the U.S. Congressional District and State Judicial District in which the Legal Applicant is located.
- I** The Implementing Agency is the unit, department, division, organization, or agency responsible for maintaining general oversight of the project’s implementation and grant administration, including the submission of all reports required by the Institute.
- J** The Project Director is the individual charged by the Implementing Agency with direct responsibility for the day-to-day management of the project and grant administration.
- K** Enter the name and contact information for the person who will serve as the principal contact for grant administration (if other than the Project Director).
- L** Enter the amount of Title V funding (up to \$75,000) being requested. Enter the amount of cash match and in-kind match as well as the source of each type of match (see Appendix A for match requirements and description of match types). Add the amount of funding being requested and match amounts and enter the total in the total project cost.
- M** Indicate the population size of the service area. Provide estimations of the number of volunteers that will serve the project and the number of youth that will directly benefit from the project for which funds are being requested.

Instructions and Definitions for N, O, P, Q, and R

A **Project Abstract** provides a short summary of the proposed project(s) to be funded. A good project abstract is not a discussion of the problem, but should instead provide reviewers with the essence of the proposal in one-two paragraphs.

Definition of Community Boundaries provides a description of the targeted service areas for the proposed project. Community is defined by you and can be a neighborhood, city, county, or group of counties.

A **Risk Assessment** provides the results of your community risk assessment and should include (a) identified risk factors, (b) baseline data related to each risk factor (using the most current data available), and (c) identification of priority risk factors that will be addressed by the proposed project(s).

A **Project Description** briefly describes the project that is being proposed. A good project description will (a) describe an approach or remedy to the priority risk factor(s) identified above, (b) list the people who will benefit from the project (be as specific as possible) and (c) indicate how long you estimate it will take to see results from the project.

A **Project Goal** is a concise statement indicating what the project is expected to achieve (i.e., its desired outcome). Some examples include:

- To prevent delinquent behavior by reducing truancy
- To involve at-risk parents in the educational process of their child
- To increase community involvement in truancy reduction efforts

Project Objectives specify *measurable* outcomes related to the goal, including the expected level or amount of change and the date by which the change is expected to occur. For example, objectives might include:

Objective 1: Reduce the number of truancy referrals to the probation department by at least ten percent by the end of the grant period.

Objective 2: Complete parent participation agreements on 100% of truancy referrals filed with the juvenile court throughout the grant period.

Project Activities are the specific activities or steps that will be taken to achieve each objective. For example, activities for the two objectives listed above might include:

Objective 1: Reduce the number of truancy referrals to the probation department by at least ten percent by the end of the grant period.

Activity 1: Identify at-risk students referred to probation department for truancy to participate in the program.

Activity 2: Maintain records to track the attendance and progress of student participants.

Activity 3: Involve local businesses to provide positive incentives for elementary student attendance.

Objective 2: Complete parent participation agreements on 100% of truancy referrals filed with the juvenile court.

Activity 1: Print and distribute program pamphlets to parents of elementary school students informing them of the program.

Activity 2: Partner with the juvenile court to ensure that parent participation agreements are completed immediately following the juvenile court filing of truancy charges.

Activity 3: Maintain records that will track parent participation agreements and progress made towards completion of agreements.

- N Project Abstract.** In the space provided, please provide a one to two paragraph summary of the proposed project(s) to be funded. This should not be a discussion of the problem, but should instead provide reviewers with the essence of the proposal.

- O Definition of Community Boundaries** provides a description of the targeted service areas for the proposed project. Community is defined by you and can be neighborhood, city, county, or group of counties.

P In the format provided below please provide the results of your community risk assessment. In column (a), list the identified risk factors. In column (b) provide baseline data related to each risk factor (using the most current data available), and in column (c) denote whether this is a priority risk factors that will be addressed by the proposed project(s) by placing in check in box. (Copy table and attach pages as necessary.)

(a)	(b)	(c)
Risk Factors	Baseline Data of Risk Factor	Priority Risk Factor
		<input data-bbox="1843 483 1881 521" type="checkbox"/>
		<input data-bbox="1843 732 1881 769" type="checkbox"/>
		<input data-bbox="1843 997 1881 1034" type="checkbox"/>
		<input data-bbox="1843 1256 1881 1294" type="checkbox"/>

Q Project Description. In the space provided, please briefly describe the project(s) that is being proposed and how it addresses the priority risk factor(s) identified in your Risk Assessment. A good project description will (a) describe a approach or remedy to the problem, (b) list the people who will benefit from the project (be as specific as possible) and (c) indicate how long will it take to see results from this project.

- R** In column (a), list the overall **Goal** of the proposed project. In column (b), list up to three specific **Project Objectives** related to that goal. And in column (c), list the **Project Activities** or steps you plan to take to achieve the objectives you have listed. Please refer to the instructions on page 3 of this application for definitions and examples of Project Goals, Project Objectives and Project Activities. Copy as necessary and complete this table for each of the proposed projects.

(a) Project Goal	(b) Project Objectives	(c) Project Activities
List the overall goal of your project.	List up to three specific objectives that support the project goal.	List as many activities as needed that support project activities.
	1. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
1. _____ _____ _____ _____	2. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
	3. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____

- S** As required by the 1992 amendments to the JJDP Act of 1974, discuss how the project will aid in the State's efforts to reduce the overrepresentation of minority youth in the juvenile justice system. Include a discussion of efforts to specifically address the need of minority youth and families in the community.
- T** As required by the 1992 amendments to the JJDP Act of 1974, describe how the proposed project, if applicable, would address the need for gender specific programming, particularly for female youth, to promote the prevention and treatment of juvenile delinquency.

- U** Who will evaluate the effectiveness of the project (check all that apply):
- ☐ Subgrantee agency personnel
 - ☐ Independent evaluators (e.g., university research staff, a private research firm)
- V** How will the effectiveness of the project be evaluated (check all that apply):
- ☐ Collection and analysis of statistical systems data (e.g., arrest reports)
 - ☐ Obtaining feedback on immediate impact before participants, attendees, users, or recipients leave the site of the service, training, etc.
 - ☐ Obtaining feedback on longer-term impact on delinquency.
 - ☐ Obtaining feedback on longer-term impact on professionals, agencies, coordination among agencies, etc.
 - ☐ Other (specify):
- W** If this request is for continuation funding, please briefly summarize the achievements of the project up to this point in the grant period. Please provide a brief description of evaluation results and efforts to procure alternative sources of funding for the project(s).

PREVENTION POLICY BOARD (PPB) MEMEMBERSHIP**FOR:** _____

(Please type or print name of unit(s) of local government represented)

List below the members of the local PPB. Communities are encouraged to utilize existing groups that focus on youth and have or could be enhanced to meet the eligibility requirements outlined below.

The PPB should consist of no less than 15 members representing a balance of public agencies, private non-profit organizations serving children, youth, and families, business & industry, and private citizens, including:

- ✓ At least one youth under the age of 21
- ✓ At least one member who is a parent of an at-risk youth
- ✓ Membership that generally reflects the racial, ethnic, and cultural composition of the community.

Name & Title	Agency & Contact Information	Category*

* For example, youth member, public agency, parent, etc.

(Copy and attach pages if necessary.)

INSTRUCTIONS

A. PERSONNEL

- 1. List all personnel who will be paid from grant funds.** Include each name, position title, and percent of time that individual will spend on the project. List total amount to be paid each individual from federal and local match funds in the corresponding line. If more lines are needed, attach additional pages. Add each salary and list the Subtotal for A-1. Grant recipients must document percent of time spent on the project by all personnel, both paid and volunteer staff.
- 2. List fringe benefits paid on the salaries/wages of personnel identified in A-1.** This section should include employer share only. If more lines are needed, attach additional pages. Add all fringe benefit entries and write in Subtotal space. Fringe benefits may not exceed **31.34%** of the gross salary/wage.
- 3. List the sums of Subtotals A1 and A2.**

B. CONTRACTUAL SERVICES

- 1. Individual Consultants** – List all individual consultants contracted for the program. State the amount of time devoted for each and the basis for payment (hourly, daily, weekly, monthly). Travel for individual consultants should also be listed. (Note: Consultant's travel is limited to the same regulations as for Project Personnel.) Compensation cannot exceed maximum rate of \$450 per eight-hour day (excluding travel and per diem), including fringe benefits. The maximum rate for compensation for consultants working for educational institutions is the consultant's academic salary projected for 12 months, divided by 260.
- 2. Contracting or Service Organizations and Associations** – List all associations, groups, or firms to be contracted with under this project. List the name of organization, the fee basis, percentage of time the organization will devote to the project. The method of compensation can be flat fee cost plus flat fee with profit allowance that does not exceed 10% actual cost. Cost plus percentage of cost contracts are unallowable.
- 3. List the sums of Subtotals B1 and B2.**

C. TRAVEL

- 1. List all travel expenses for the project** (except travel expenses for consultants, which should be listed in B1 Contractual Services). Enter all expenses and basis for the cost. Basis for cost includes per diem rates, car mileage allowance, bus fare, airfare, and other costs. (Other costs must be documented.) This should be done for each person traveling but not necessarily for each trip. Where possible, group entries together, but do not delete any information concerning basis for cost.

Rate Information Mileage = \$.28/mile
 Per Diem = \$ 26.00/Day (In-State)
 = \$ 32.00/Day (Out-of-State)
 Lodging = \$ 65.00/Night + Tax (In-State)

EXAMPLE "Staff Travel – 10 Trips @ 120 Miles @ \$.28 = \$ 336.00
 Per Diem – 10 Days @ \$ 32.00 (Out-of-State) = \$ 320.00

The finished computation should be written in the space provided under BUDGET DETAIL for each entry.

- 2. List the Subtotal of C1.**

D. EQUIPMENT

1. **List any proposed purchase of equipment.** Give the type of equipment to be purchased, the quantity to be purchased, and unit of cost. Items that can be purchased for less than \$5,000 should be included in Operating Expenses rather than this category.
2. **List any proposed lease or rental of equipment.** Give the type of equipment to be leased or rented, quantity to be purchased, and unit of cost.
3. List the sums of Subtotals D1 and D2.

E. OPERATING EXPENSES

1. **List all direct costs that will be charged to the project.** Charges include rent (give square footage involved and cost per square foot), telephone, utilities, reproduction of documents, printing and other charges which will be directly identifiable. Items than can be purchased for less than \$5,000 should be included in this category rather than equipment. Software or other electronic office supplies may included as operating expenses, is less than \$5,000 per single item.
2. List the Subtotal of E1.

INSTRUCTIONS – BUDGET SUMMARY

FUNDING SUMMARY (Include both Cash AND In-Kind)

A. Personnel	Amount listed in A3.
B. Contractual Services	Amount listed in B3.
C. Travel	Amount listed in C2.
D. Equipment	Amount listed in D3.
E. Operating Expenses	Amount listed in E2.

TOTAL	Total of Items A – E
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SOURCE OF FUNDING (Include both Cash AND In-Kind)

FEDERAL	Enter amount of federal funds in the project and the percentage that amount represents of the Total.
LOCAL	Enter the amount of local or state funds (Cash AND In-Kind) in the project and the percentage that amount represents of the Total.
TOTAL	Enter total of federal, state and local funds involved in the Project. THIS AMOUNT MUST EQUAL THE TOTAL LISTED IN THE FUNDING SUMMARY ABOVE.

MATCH DOCUMENTATION

Cash is simply any monetary amount that the unit or agency of local government (subgrantee) provides to the program themselves or that is donated by another source. If matching funds are to be provided by a source other than the applicant letters of commitment from the source of the match must be attached to the application. **Such letters of commitment should contain specific information stating what the match is to be used for and when it will be available. Should matching funds be in the form of grants, contracts, or other such agreements that were entered into by the applicant with a funding source prior to the submission of this application, letters from the funding source must be included that clearly indicate their commitment to allow their funds to be used to support the services or activities being proposed as part of the 3-Year Comprehensive Delinquency Prevention Plan.**

A. PERSONNEL

1. Name, Position and % of Time
Subtotal

Cash	In-Kind	Total

2. FICA, Retirement and Other Fringe Benefits
Subtotal

Cash	In-Kind	Total

3. TOTAL PERSONNEL

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B. CONTRACTUAL SERVICES

1. Individual Consultants
Subtotal

Cash	In-Kind	Total

2. Contracting Organization or Association
Subtotal

Cash	In-Kind	Total

3. TOTAL CONTRACTUAL SERVICES

--	--	--

C. TRAVEL

1. Transportation & Per Diem - Project Personnel ONLY
Subtotal

Cash	In-Kind	Total

2. TOTAL TRAVEL

--	--	--

D. EQUIPMENT (Itemized)

1. Purchase - Type, Quantity & Unit Price
Subtotal

Cash	In-Kind	Total

2. Lease or Rental - Type, Quantity & Unit Price
Subtotal

Cash	In-Kind	Total

3. TOTAL EQUIPMENT

--	--	--

E. OPERATING EXPENSES

1. Operating Expenses (Itemized)
Subtotal

Cash	In-Kind	Total

2. TOTAL OPERATING EXPENSES

--	--	--

TOTAL PROJECT COSTS

--	--	--

BUDGET SUMMARY**FUNDING SUMMARY**

A. PERSONNEL
B. CONTRACTUAL SERVICES
C. TRAVEL
D. EQUIPMENT
E. OPERATING EXPENSES
F. CONSTRUCTION
TOTAL

Cash	In-Kind	Total

SOURCE OF FUNDING

FEDERAL AMOUNT (%)
LOCAL AMOUNT (%)
TOTAL

Cash	In-Kind	Total

CERTIFIED ASSURANCES AND SPECIAL PROVISIONS:

(Please include a copy of the certified assurances and special provisions with the application and retain a copy for your records.)

A. Financial and Administrative Management

1. The applicant assures that it will comply with applicable financial and administrative OMB Circulars A-87-102 (Common Rule), A-110, and A-133, and will comply with the provisions of the Office of the Comptroller, Office of Justice Programs, OC Financial Guide, current edition.
2. The applicant assures that it will maintain generally accepted accounting procedures to provide for accurate and timely recording and receipt of fund by source, by expenditure by item made from such funds, and of unexpended balances. Adequate controls will be established to ensure that expenditures charged to grant activities are for allowable purposes and documentation is readily available to verify that such charges are accurate.
3. In compliance with Single Audit Act of 1984, P.L. 98-502, the applicant agrees to provide the Indiana Criminal Justice Institute with copies of their annual audit reports performed by the Indiana State Board of Accounts.

B. Match and Non-supplanting of State/Local Funds

1. The applicant assures that federal funds made available through this grant will not be used to supplant state or local funds, but will be used to supplement and increase the amounts of such funds that would, in the absence of federal funds, be made available.
2. The applicant certifies that matching funds required to pay the non-federal portion of the cost of this subgrant are in addition to funds that would have otherwise been made available for the purposes of this project.

C. Discrimination Prohibited

1. The applicant assures that it will comply with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice regulations on disability discrimination, 28 CFR Part 25 and Part 39; and Executive Order 11246, as amended by Executive Order 11375, and their implementing regulations, 41 CFR Part 60.1 et seq., as applicable to construction costs.
2. The applicant assures that in the event a federal or state court or administrative agency makes, or had made, a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against it, the applicant will forward a copy of the finding to the Indiana Criminal Justice Institute within 45 days of the finding, or, if the finding occurred prior the grant award, within 45 days of the award date.

D. Federal Laws & Regulations Applicable to Federal Assistance Programs

1. Recipient will comply with Federal laws and regulations applicable to federal assistance programs and with provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22 Confidentiality of Identifiable Research and Statistical Information; Part 23 Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.

E. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower Tier Covered Transactions (Subgrantees receiving \$100,000 or more)

1. As required by Executive Order 12549, 28 CFR Part 67, Section 67.510, the applicant certifies that it and its principles:
 - (a.) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b.) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or criminal offenses in connection with obtaining, attempting to obtain, or performing a public (Federal or State) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements, or receiving stolen property.

- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph (1)(b) of this certification; and
 - (d.) Have not within the a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

F. Certification Regarding Lobbying (Subgrantees receiving \$100,000 or more) As required by Section 1352, Title 31, 28 CFR, Part 69, the prospective subgrantee certifies, by submission of this proposal, that:

- 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employer of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with making any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment, or modification of any Federal grant or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- 3. The undersigned shall require that language of this certification be included in documents for all contracts or cooperative agreements under this grant and that all contractees shall certify and disclose accordingly.

G. Drug-Free Workplace (Subgrantees other than individuals)

- 1. As required by the Drug-Free Workplace Act of 1988 and defined at 28 CFR, Part 67 , Sections 67.615 abd 67.620, the applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b.) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantees policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - (d.) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.
- 3. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the Rehabilitation Act of 1973, as amended, or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - c. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), and (d)(1)(2)(3).

Official for Legal Applicant Signature

Date

CERTIFICATIONS & ACCEPTANCE

(All signatures must be original.)

The APPLICANT, through the following signatories, certifies that the statements in this grant are true and complete to the best of the APPLICANT's knowledge and accepts, as to any grant awarded, the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award. "The signatories certify that we have read the instructions for this application and are fully cognizant of our duties and responsibilities with regards to the implementation of the project proposed in the application."

- **Official for Legal Applicant** – Representative of Legal Applicant identified in **Item D.** (Page 2 of Application)
- **Director of Implementing Agency** – Director or similar representative of Implementing Agency identified in **Item I.** (Page 2 of Application)
- **Project Director** – Individual identified in **Item J.** (Page 2 of Application)
- **Financial Officer** – Auditor, Treasurer, Clerk-Treasurer or other individual identified in **Item E.** (Page 2 of Application)

A. Signature

Official for Legal Applicant Date

Title (Typed or Printed)

B. Signature

Director of Implementing Agency Date

Title (Typed or Printed)

C. Signature

Project Director Date

Title (Typed or Printed)

D. Signature

Project Financial Officer Date

Title (Typed or Printed)

APPENDIX A: PROGRAM DESCRIPTION & GUIDELINES

Indiana Criminal Justice Institute
Title V: Community Prevention Grants Program

Program Description & Guidelines

Background

The 1992 reauthorization amendments to the federal Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 created Title V, “Incentives Grants for Local Delinquency Prevention Program Act.” Based on a need identified by States to have dedicated funds devoted to prevention efforts, Title V of the JJDP Act was designed to provide just such a dedicated source of monies to award grants for delinquency prevention within local communities. The Community Prevention Grants program is founded on a research-based framework that focuses on reducing risks and enhancing protective factors to prevent youth from entering the juvenile justice system. It offers a funding incentive to encourage community leaders to engage in multidisciplinary assessments of risks and resources specific to their communities and to develop comprehensive, collaborative plans to prevent delinquency (OJJDP Fact Sheet, December 1998, #89).

Indiana’s award under Title V of the JJDP Act for each Fiscal Year is approximately \$870,000. The Indiana Criminal Justice Institute is the State agency designated by the Governor and approved by the Administrator of OJJDP to administer Title V funds in the State. The purpose of this document is to announce the availability of these funds and to outline the requirements for applying for and receiving awards under the Title V: Community Prevention Grants Program.

Purpose

The goal of Indiana’s Title V: Community Prevention Grants Program is the reduction of delinquency and violence by supporting community collaboration that allows communities to provide their children, families, and institutions with the knowledge, skills, and opportunities necessary to foster a healthy and nurturing environment which leads to the development of a productive and responsible citizenry.

The program objectives of this program are:

- To aid communities in fostering collaboration that will direct delinquency prevention planning and efforts using Federal, State, local, and private resources to achieve positive community and youth development.
- To provide communities with the resources necessary to identify risk factors within their community as well as protective factors which would counteract the identified risk factors. This includes the assessment of existing programs and activities in place within the community, as well as gaps in services.
- To aid communities in developing local comprehensive delinquency prevention plans that strengthen existing protective factors, fill in gaps where protective factors are lacking, and help communities identify assets in youth.
- To provide assistance to communities in implementing delinquency prevention strategies, monitoring their progress, and making necessary modifications through collaborative community-wide planning efforts.

Eligibility Requirements

1. The juvenile court jurisdiction in which the applicant resides must be in compliance with the core requirements of the JJDP Act and have passed State Inspection by the Department of Corrections. The JJDP Act mandates are:
 - a) The deinstitutionalization (removal) of status and nonoffenders from secure detention and placement.
 - b) The removal of juveniles from confinement in adult jails and lockups.
 - c) Separating juveniles from adult offenders in custody. (sight and sound separation)
 - d) A reduction in the rate of overrepresentation of minority youth in secure juvenile detention and correctional confinement.

Certification of compliance must be received from the Indiana Criminal Justice Institute. This can be done by contacting the Compliance Monitor at One North Capitol Avenue, Suite 1000, Indianapolis, IN 46204, (317) 232-1229. When contacting the Compliance Monitor, you should indicate the geographic area the project will cover (i.e., city, county, several counties, etc.). The Compliance Monitor will then verify that the jurisdiction(s) is in compliance from our records and send you verification in writing of that compliance. This documentation must be attached to your application.

2. Appoint or designate a local Prevention Policy Board (PPB) of no fewer than 15 members with balanced representation of public agencies (e.g., education, law enforcement, mental health, courts, child protective services, etc.), private nonprofit organizations serving children, youth and families, business & industry, parents of at-risk youth and youth. The PPB is required to meet at least once every quarter during the grant project and must be empowered to make all recommendations for distribution of funds and evaluation of activities under the Title V program.
3. Submission of a 3-Year Comprehensive Delinquency Prevention Plan developed by the PPB that addresses the local unit's plans for delinquency prevention and early intervention efforts/activities. This plan must also address the issues of disproportionate minority confinement and gender-specific programming. (Application provides 3-Year Plan requirements and format.)
4. Applicants are strongly encouraged to attend Community Relationship Building (CRB) or Community Systemwide Response (CSR) Training prior to applying for Title V funds. Contact the Institute regarding schedules of CRB or CSR training.
5. The applicant must be a unit or agency of local government (city, county, juvenile court, etc.) and must be willing and able to provide a 50 percent match of the amount of the federal award. (Example: If the award amount is \$10,000 the match amount is \$5,000). The match can be either cash or in-kind.
6. Applicants are eligible to apply receive funding for three (3) consecutive years. Units or agencies of local government will be funded in 12-month increments, not to exceed 36 months total. This policy does not imply that a program will automatically receive three years of funding if selected. Each program must submit an application each year and will be evaluated annually to determine program effectiveness in achieving goals and objectives.

3-Year Comprehensive Delinquency Prevention Plan (DPP): Theoretical Basis

OJJDP recognizes risk-focused prevention as a promising approach to combat juvenile crime. Many communities have adopted this approach, while others have utilized alternative models, including the development asset model developed by the Search Institute. Applicants are encouraged to utilize any community planning models existing within their communities in the process of developing promising approaches to address the prevention of delinquency and violence within their area. Below is brief introduction to risk-focused and developmental assets models.

Risk-Focused Delinquency Prevention

Risk-focused delinquency prevention is a comprehensive approach based on the common-sense premise that if the risks in young people's lives can be identified and reduced, or countered with protective factors, the possibility of preventing adolescent problem behaviors associated with those risks is greatly increased (1998 Report to Congress, Title V Incentive Grants for Local Delinquency Prevention Programs). This approach and the Title V: Community Prevention Grants Program require a commitment and participation of the entire community to develop and implement a comprehensive delinquency prevention strategy that addresses the needs of children and families at risk. The local Prevention Policy Board (PPB) should spearhead this effort.

Risk Factors

Over the past half century, research has revealed categories of risk factors associated with problem behaviors for adolescents (e.g., substance abuse, teen pregnancy, delinquency, truancy, and violence). The five categories of risk factors are:

- 1) *Individual Characteristics* such as alienation, rebelliousness and lack of bonding to society.
- 2) *Family Influences* such as parental conflict, child abuse, poor family management practices, and a family history of problem behaviors.
- 3) *School Experiences* such as early academic failure, transitions and lack of educational commitment.
- 4) *Peer Group Influences* such as peers who engage in problem behavior (e.g., drugs, gangs, truancy, minor delinquent acts, etc.).
- 5) *Neighborhood and Community Factors* such as economic deprivation, neighborhood disorganization and high crime/victimization rates.

Protective Factors

To counter identified risk factors, protective factors must be introduced. Protective factors are qualities or conditions that moderate a juvenile's exposure or susceptibility to risk. Protective factors fall into three basic categories:

- 1) *Individual Characteristics* such as a resilient temperament and a positive social orientation.
- 2) *Bonding* with pro-social family members, teachers, adults and peers.
- 3) *Healthy Beliefs* and *Clear Standards* for behaviors.

While individual characteristics are difficult to change, bonding and the promotion of healthy beliefs through clear standards for behavior are complimentary factors and can be enhanced. To increase bonding and promote healthy beliefs children must be provided with:

- ✓ Opportunities to contribute to their family, school, peer group, and the community;
- ✓ Skills to take advantage of opportunities;
- ✓ Recognition for their efforts to contribute; and
- ✓ Clear standards regarding pro-social behavior from parents, teachers and the community.

Risk Assessment

The risk-focused prevention approach requires communities to identify the risk factors that the children, youth and families in their community are exposed to. Risk-focused delinquency prevention provides communities with a conceptual framework for prioritizing the risk factors in their community, assessing how their current resources are being used, identifying resources which are needed, and choosing specific programs and strategies that directly address those risk factors through the enhancement of protective factors.

Another key component of this approach is the coordination and use of existing programs and resources. Every community is unique with different risks and protective factors. What might be successful in reducing juvenile delinquency and violence in one community may not fit the needs of another community within the state. It will be necessary for each community to conduct an assessment of risk factors for adolescent problem behaviors and the resources available in their own community. (*The applicant communities for Title V: Community Prevention Grants Program are encouraged to enhance or take advantage of community needs assessments currently underway or completed by other existing and relevant, multi-agency, community-wide planning groups. Communities are encouraged to utilize such groups as the Prevention Policy Board for the Title V grant where these groups meet or could be enhanced to meet the eligibility requirements.*)

Developmental Assets*

Communities often approach youth issues negatively, by identify problem behaviors and creating programs that attempt to ameliorate these problem behaviors. By contrast, the asset building model attempts to identify and nurture the core experiences needed for healthy development. Asset building tends to focus on all youth rather than youth at risk and has a global approach to youth development.

There are six key themes in asset building: 1) Assets are nurtured in all young people; 2) Relationships are the key; 3) Everyone contributes to the vision; 4) Asset building is a continuous process; 5) The community is filled with consistent messages; 6) Duplication and repetition are valued – an asset building community knows that young people need to experience a variety of expressions of care, guidance, and opportunities in all areas of community life.

There are eight principles to implementing a successful asset building community: 1) Engage people from throughout the community; 2) Start with a positive vision – a positive vision can energize a community for the long-term; 3) Build on quality information – “garbage in, garbage out”; 4) Resist the temptation to create new programs – integrate asset building into already existing missions; 5) Take time to motivate and educate the community about the asset building framework; 6) Celebrate commitments and successes – asset building is a long-term vision, not a quick fix; 7) Embrace innovations from the community; 8) Network and engage in information-sharing with other communities.

The Search Institute, an independent research and educational organization, has identified and divided into categories 40 Developmental Assets for Youth.

External Assets

- *Support* – family support, positive family communication, positive adult relationships, caring neighborhood, caring school climate, parental involvement in schooling
- *Empowerment* – community values youth, youth considered resources, service to others promoted, safety
- *Boundaries & Expectations* – family boundaries, school boundaries, neighborhood boundaries, adult role models, positive peer influence, high expectations
- *Constructive Use of Time* – creative activities, youth programs, strong religious community, positive time at home

Internal Assets

- *Commitment to Learning* – achievement motivation, school engagement, homework, bonding to school, reading for pleasure
- *Positive Values* – caring, equality and social justice, integrity, honesty, responsibility, restraint
- *Social Competencies* – planning and decision-making, interpersonal skills, cultural competence, resistance skills, peaceful conflict resolution
- *Positive Identity* – personal power, self-esteem, sense of purpose, positive view of personal future

*Healthy Communities, Healthy Youth. A National Initiative of Search Institute to Unite Communities for Children and Adolescents.

Note: While the Title V grant application requires applicants to identify and prioritize risk factors, the strengthening of assets through grant-funded activities may be a viable approach around which to focus a given community strategy.

Fund Restrictions

Title V: Community Prevention Grants Program funds cannot be used:

- For the purpose of buying land or for construction.
- To supplant Federal, State, and local funds supporting existing programs or activities.
- To pay for a new staff member of the applicant to work on the project in an administrative capacity, however the salary paid to such a person can be used as part of the match requirement.

Matching Funds

There are two types of match allowable: cash or in-kind.

CASH MATCH

Cash is simply any monetary amount that the unit or agency of local government (subgrantee) provides to the program themselves or that is donated by another source. If matching funds are to be provided by a source other than the applicant, letters of commitment from the source of the match must be attached to the application. Such letters of commitment should contain specific information stating what the match is to be used for and when it will be available. Should matching funds be in the form of grants, contracts, or other such agreements that were entered into by the applicant with a funding source prior to the submission of this application, letters from the funding source must be included that clearly indicate their commitment to allow their funds to be used to support the services or activities being proposed as part of the 3-Year Comprehensive Delinquency Prevention Plan.

IN-KIND MATCH

In-kind match is determined by the value of goods (e.g., rent for buildings used in the project or supplies) and services received and used in the program that do not have a monetary cost to the subgrantee. This type of match can be provided by the subgrantee or donated by a third party, such as a volunteer, public or private agency. For example, time donated by a counselor could be used as in-kind match. The value of these services should be calculated at the average market value of that service at the time of the service was provided.

Eligible Program Activities

The goal of the Title V: Community Prevention Grants Program is to prevent juvenile delinquency by supporting community collaboration, a major assumption of this goal is the belief that the most meaningful solutions to juvenile crime can best be identified and achieved at the local level through the collective work of all community stakeholders. As such, this program does not prescribe specific juvenile delinquency prevention programs or approaches; rather it provides funding to locally-developed plans that flow from the experience, assessments, and priorities of local agencies, key leaders and the community stakeholders. With this in mind, the list below is only meant to provide examples of the types of programs that may be funded under Title V and should not be considered exhaustive.

EXAMPLE PROGRAMS

Home Visitation Programs	Mentoring
Youth Leadership Programs	Parenting Education
Recreational/Leisure Time Opportunities	Life Skills Education Programs
Employment/Community Service Training	School-Based Youth Services
Substance Abuse Prevention/Education	Neighborhood Empowerment Projects
Truancy Monitoring	Status Offense Programs

Amount of Awards

The Juvenile Justice State Advisory Group (SAG) and the Juvenile Division of the Board of the Indiana Criminal Justice Institute will review applications. Units or agencies of local government will be competitively selected for funding based on: 1) whether or not they meet the eligibility requirements outlined above, and 2) the strength of their 3-Year Plan including demonstration of need, identification of risk and protective factors, a research-based plan for addressing these needs and the strength of their collaboration. No minimum award amount has been established. The maximum award amount is \$75,000.

Application Deadline

Completed applications, with original signatures, must be received by the Juvenile Division of the Indiana Criminal Justice Institute no later than 4:30 p.m. on Tuesday, May 1st each year in order to be considered for this funding cycle. Applications will be reviewed and awards made during the Institute's June Board Meeting. Please be advised that it is the applicant's responsibility to see that the application is physically received by this office by the deadline. Applications received after the deadline will be retained for up to one year and may be reviewed at the convenience of the Juvenile Division of the Indiana Criminal Justice Institute Board should additional funding become available.

Mail or return applications to:

**Indiana Criminal Justice Institute
ATTN.: Juvenile Division Director
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204
(317) 233-3340
*No faxed copies will be accepted**